



DEPUTY COMMUNITY SERVICES MANAGER – LIBRARY

Purpose:

To actively support and uphold the City's stated mission and values. To perform professional administrative work in the management, organization and coordination of the programs and activities of the City's Library Division.

Supervision Received and Exercised:

Receives general direction from the Community Services Manager or from other supervisory or management staff.

Exercises direct supervision over professional, technical and clerical staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Develop, recommend and direct the implementation of division goals and objectives and policies and procedures.
- Direct, oversee and participate in the development of the Library Division's work plan; assign work activities, projects and programs.
- Prepare the division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Serve as liaison to the Library Advisory Board and the Friends of the Tempe Public Library; ensure that the board is aware of policy and major procedural changes affecting service to the general public.
- Develop and review staff reports related to the division's programs and operations.

CITY OF TEMPE

Deputy Community Services Manager – Library (continued)

- Oversee and participate in the preparation of grant proposals; administer and monitor awarded grants.
- Respond to requests for information or services from the general public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Select, train, motivate and evaluate personnel; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Provide administrative support to the Assistant Community Services Director; assist with special projects as assigned.
- Coordinate division activities with other City departments and outside agencies, organizations, and boards.
- Supervise and participate in the design, preparation, and distribution of library brochures, press releases, flyers, and printed schedules.
- Serves as faculty of the Tempe Learning Center.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in professional library management work in a comprehensive library operation, to include two years of supervisory responsibility.

Training:

Possession of a Master's degree in Library Science from an American Library Association accredited college or university.

This position is unclassified and pursuant to the City of Tempe Personnel Rules and Regulations, Rule 1, Section 104, the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.

Job Code: 5720

Salary Range: 157

FLSA: Exempt

*December 11, 1989
Revised July 2002 Range Changed*